

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
LEAD DEVELOPMENTAL SERVICES WORKER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS Employees Only
Location: Franklin House CLA, Franklin
Job Posting No: 023162
Hours: Full Time, 70 Hours Per Pay Period; Sunday – Wednesday 2:15P-11P
Salary: \$1,695.41 Bi-Weekly
Closing Date: January 20, 2014

Examples of Duties: This position is accountable for acting as a working lead or as a backup to the Supervising Developmental Services Worker in the shift supervision at Franklin House in Franklin, Connecticut.

Duties include: Leads Developmental Services Workers on an assigned shift in implementation of residential living program for clients in a cottage, wing or other living quarter; oversees and may participate in general care of assigned living quarters and care, feeding, clothing and treatment of clients; directs and advises staff on implementation of clients daily teaching strategies; assists in evaluating performance of residential program within living quarters; confers daily with staff on routine operational, disciplinary and special problems; implements policies, programs and operational procedures in accordance with state and federal regulations and with regard to needs of clients; participates in caring for and instruction of clients in their activities of daily living; confers with parents concerning clients status; may administer selected oral medications with appropriate training; may complete a variety of reports, notes, logs, requisitions, etc.; may design and write residential living programs; may provide orientation and in-service training to subordinate staff; may order, secure and distribute supplies and equipment for program functioning and clients personal needs; may attend interdisciplinary team meetings; may arrange for appropriate support services such as housekeeping, maintenance and laundry; may administer first aid in emergency situations; may serve as backup for Supervising Developmental Services Worker; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Considerable knowledge of modern methods of working with persons with intellectual disabilities; knowledge of rehabilitative and interdisciplinary process; knowledge of goals, policies and organization of a residential living unit; knowledge of safety, fire and first aid procedures; considerable interpersonal skills; ability to implement policies and operational procedures; ability to lead staff.

Knowledge, Skills And Ability

Experience & Training: **General Experience:** One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2.

Special Requirements:

1. Incumbent must be Medical Administration certified.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
3. Incumbent will be required to travel.

Physical Requirements: Incumbent must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

Working Conditions: Incumbents in this class may be required to lift and restrain clients; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive clients and may be exposed to strongly disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.